

21 April 1965

OFFICE OF FINANCE INSTRUCTION NO. 103 - Revised

SUBJECT : General - Statements of Advance Account - Confidential Funds  
Specific - Rendition and Utilization of Statements of Advance  
Account for General Ledger Account 144.1 and 144.2  
Subsidiary Accounts

RECISION : Office of Finance Instruction No. 103, dated 3 December 1963

REFERENCE: [REDACTED]

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1. PURPOSE

This Office of Finance Instruction prescribes revised procedure for the distribution of Statements of Advance Account which are to be produced monthly for General Ledger account 144.1 and 144.2 subsidiary accounts.

2. GENERAL

The objective of producing and distributing Statements of Advance Account is to provide Agency components responsible for assuring that employees account on a timely basis with a visual reference record as to the employee's accountability. Form 1079, Statement of Advance Account, will be issued each month on all accounts having open balances at the end of the month.

3. RESPONSIBILITIES AND PROCEDURES

a. Accounts Division

The Accounts Division shall:

- (1) Receive two copies of Form 1079, Statement of Advance Account, on all accounts having open balances at the end of each month and distribute them to the responsible component; one copy for component records and the second copy for the employee's information.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

- (2) Receive complete computer tabulation of General Ledger accounts 144.1 and 144.2 as of the fifth, tenth, and fifteenth workday, in addition to the month-end subsidiary listing, and distribute one copy each to the Central Travel Branch and Covert Claims Branch of the Certification and Liaison Division and one copy to the Accounting Control Branch of the Accounts Division.
- (3) Maintain the latest copy of each of the above interim computer tabulations as the master file of employee accountability until superseded by the month-end subsidiary listings which should be retained as the Office of Finance record of the subsidiary accounts.

b. Offices, Staffs and Operating Division

- (1) The Budget and Fiscal Officer or the individual responsible for finance matters of each component will receive each month two copies of Form 1079 for each employee having a balance in his advance account at the end of the month. One copy should be delivered to the employee concerned and the other copy retained for reference purposes and for review by the component to assure timely processing of accountings and refunds as required by [REDACTED] paragraph 57c.
- (2) In order to facilitate maintenance and filing, reference copies of Form 1079's will be arranged in employee number order and the sheets will be drilled for insertion in the binders currently being used for the daily statements. All form 1079's for the previous month may be destroyed when the next month's reference copies are received.

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4. EFFECTIVE DATE

The first monthly Statements of Advance Account balances will be issued on the open balances as of 31 March 1965. The issuance of the complete computer tabulation will commence as of the fifth workday in April 1965.

[REDACTED]

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R. H. FUCHS  
Director of Finance

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